

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To (submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

137

PAGE
NO.

1

✓

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

LEGAL DEPARTMENT

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. LEGAL CASES (Active & Inactive)

This file consists of inter-office correspondence, form E-50 (8½" X 11"); correspondence, unnumbered forms (8½" X 13") pertaining to various suits and claims; copies of final bills passed by the Legislature pertaining to the Commission and copies of accident reports to the insurance companies involving Commission vehicles. The material is filed alphabetically and numerically for the years 1951 to date and occupies 8 cubic feet in the office area. The annual rate of accumulation is 2 cubic feet.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

Paul A. Willis

Signature

Supervisor - Record Survey

Title

January 25, 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

March 11, 1955

Date

Maurice S. Radloff

Archivist

Date

Secretary